



## 2020 AIA Continuing Education System Provider Application

Submit completed applications to [NewProviders@aia.org](mailto:NewProviders@aia.org). A confirmation email will be set to the email address of the Primary POC when the application has been processed. If you have any questions, please contact us at [cessupport@aia.org](mailto:cessupport@aia.org) or 1-800-242-3837, option 3. Subscriptions will be valid through December 31, 2020.

### Organization Information

New provider?

Former Provider No.:

<input type="text"/>	<input type="text"/>	<input type="text"/>
Company Name	Organization Type	Website URL
<input type="text"/>		<input type="text"/>
Address		Apt/Suite
<input type="text"/>	<input type="text"/>	<input type="text"/>
City	State/Province	ZIP/Postal Code

### Primary Point of Contact

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Prefix	First Name	M.I.	Last Name	Suffix
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Work Phone	Mobile Phone (Optional)	E-Mail		
<input type="text"/>				
Title				

### Secondary Point of Contact

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Prefix	First Name	M.I.	Last Name	Suffix
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Work Phone	Mobile Phone (Optional)	E-Mail		
<input type="text"/>				
Title				

### Subscription Option

Select one. See below for descriptions of each. All subscriptions are annual and expire on 12/31/2019.

	Subscription	Price	Regions	International	Face-to-Face	Online	Host
<input type="checkbox"/>	Platform	\$15,000	All	Yes	Yes	Yes	Yes
<input type="checkbox"/>	Passport	\$4,250	All	Yes	Yes	Yes	No
<input type="checkbox"/>	Basic	\$2,000	1	No	Yes	No	No
<input type="checkbox"/>	Professional	\$1,050	All	Yes	Yes	Yes	No
<input type="checkbox"/>	Architecture Firm	\$450	All	Yes	Yes	Yes	No

**Platform:** Authorized to offer all delivery types anywhere in the world and may also host content for other approved AIA CES Providers. Platform providers cannot allow another organization to use their AIA CES Provider Number in lieu of their own provider subscription.

**Passport:** Authorized to offer all delivery types anywhere in the world.

**Basic:** Authorized to offer only face-to-face learning activities in one AIA-designated region.

**Professional:** Authorized to offer all delivery types anywhere in the world. Professional subscriptions are reserved for accredited academic institutions, government agencies, and nonprofits.

**Architecture Firm:** Authorized to offer all delivery types anywhere in the world. Architect Firm subscriptions are reserved for architecture firms in which a principal or owner is an AIA member in good standing.

## Region Selection

Basic Subscription Only

- |  |   |
|--|---|
| <input type="checkbox"/> New England (CT, MA, ME, NH, RI, VT)                    | <input type="checkbox"/> East South Central (AL, KY, MS, TN)            |
| <input type="checkbox"/> Middle Atlantic (NJ, NY, PA)                            | <input type="checkbox"/> West South Central (AR, LA, OK, TX)            |
| <input type="checkbox"/> South Atlantic (DC, DE, FL, GA, MD, NC, PR, SC, VA, WV) | <input type="checkbox"/> Pacific Northwest (AK, HI, ID, MT, OR, WA, WY) |
| <input type="checkbox"/> East North Central (IL, IN, MI, OH, WI)                 | <input type="checkbox"/> Pacific Southwest (AZ, CA, CO, NM, NV, UT)     |
| <input type="checkbox"/> West North Central (IS, KS, MN, MO, ND, NE, SD)         |   |
| <input type="checkbox"/> Canada  | <input type="checkbox"/> Mexico   |
| <input type="checkbox"/> Europe  | <input type="checkbox"/> Other _____                                    |

## AIA CES Provider Statement

All AIA CES providers must agree to the following:

- I have read and will abide by the AIA CES policies and procedures outlined in the current AIA CES Provider Manual and Standards.
- I understand that it is my responsibility to read, understand, and disseminate all information regarding our participation the AIA CES program with members of my organization involved in the design, development, delivery, and management of learning programs.
- I understand that my AIA CES provider number (once assigned) is to be used only by my organization and may not be shared with other entities or individuals for use outside the registered organization.
- I have reviewed and attest to the accuracy of all application information and, further, understand that AIA's records are based solely on the information I have provided herein.
- I understand that my organization is responsible for the quality assurance of any learning programs reported under our assigned AIA CES provider number, that our programs are subject to quality audits, and that we may be removed from the program for failure to comply with AIA CES standards for continuing education, forfeiting all subscription fees paid.
- I understand that my organization must offer courses evaluations to all attendees and must provide certificates of completion to attendees upon request.
- My organization agrees to keep all course materials and attendee records for the period defined by AIA CES policies and standards, but no less than three years.
- I understand that my organization must remain an AIA CES provider in good standing to offer learning programs for AIA continuing education credit.
- I have read the AIA CES Provider Statement and understand my responsibilities as a provider and the primary point of contact for a provider.

I agree with the AIA CES Provider Statement.

Signature	Date

## Payment Information

To pay by credit card, contact [NewProviders@aia.org](mailto:NewProviders@aia.org) to schedule a time that payment information may be taken over the phone for immediate processing.

To pay by check, make checks payable to AIA/CES and return payment to:  
AIA CES Provider Application  
PO Box 62652  
Baltimore, MD 21264-2653

September 2020